



Mississippi
State Board of Examiners for
Social Workers and Marriage & Family Therapists
Jackson, MS 39296-4508
Post Office Box 4508
601-987-6806/Fax: 601-987-6808
www.swmft.ms.gov

INSTRUCTIONS FOR CRIMINAL HISTORY RECORD INFORMATION CHECK

As of April 1, 2009, the rules and regulations governing Mississippi's licensure of social workers and marriage and family therapists require a **name-based criminal history record information check and a sex offender registry check** for each applicant for licensure. The checks must be obtained from the appropriate governmental authority or authorities and must be received by the Board within one-hundred eighty (180) day of the completed application.

In Mississippi, the appropriate governmental authority is the Mississippi Department of Public Safety, Mississippi Bureau of Investigation, Criminal Information Center (CIC). As of January 14, 2009, the background check will cost \$32.00, payable by money order to the Mississippi Department of Public Safety. The background check(s) must be received by the Board directly from the appropriate governmental authority or authorities, not from the applicant. The Board will not accept a copy of a background check from the applicant, another state board, a college or university, a place of employment or any other source.

The criminal history and sex offender registry checks apply to an applicant seeking licensure as a Licensed Social Worker (LSW), Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW), and Licensed Marriage Family Therapist (LMFT).

When a completed licensure application is received by the Board office, the applicant will be mailed the "AUTHORIZATION TO RELEASE INFORMATION form" and instructions necessary to secure the background check. The applicant must fill out the "AUTHORIZATION TO RELEASE INFORMATION form" and **mail the form** to the Mississippi Department of Public Safety (MDPS) at the address listed on form. It will take four (4) to six (6) weeks for the Mississippi Department of Public Safety to complete your criminal history record information check. The completed criminal history and sex offender registry checks must be received by the Board office before an individual's application will be considered for licensure.

FEE: An applicant is responsible for paying all fees associated with the background checks.

All criminal history and sex offender registry checks must be sent to the Board by the appropriate authority (MDPS).

INSTRUCTIONS FOR INDIVIDUALS RESIDING OUTSIDE OF MISSISSIPPI

For applicants residing outside of the State of Mississippi, the background check(s) (criminal and sex offense registry) must be obtained from MDPS and the local law or state law



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enforcement agency of the applicant's state of residence (whichever out of state entity that, at a minimum, can conduct a statewide criminal history and sex offender registry check).

All criminal history and sex offender registry checks must be sent to the Board by the appropriate authority in your state or jurisdiction to the following address:

MSBOESWMFT
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